



NORTH DAKOTA NATIONAL GUARD
Service Member & Family Support Division
PO Box 5511
Bismarck, North Dakota 58506-5511

FAMILY READINESS GROUP CO-LEAD VOLUNTEER

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Assist the unit commander in establishing family readiness goals, activities, and budget requirements
- Support the commander's family readiness goals
- Assist the FRG Lead Volunteer with day to day operations of the group
- Communicate command information to family members
- Communicate family members' ideas and concerns to the unit commander
- Provide overall leadership of the FRG in accordance with AR 608-1, Appendix J and the FRG Leader's Handbook
- Schedule, plan, and conduct FRG meetings
- Delegate FRG responsibilities to other FRG volunteers in order to promote participation in FRG activities and accomplishment of FRG objectives
- Provide guidance and support to other FRG volunteers
- Coordinate administrative and logistical support with Family Readiness Support Assistants (FRSA)

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of the ND Army National Guard
- Experience using Microsoft Office applications
- Excellent oral and written communication skills
- Excellent organizational and supervisory skills
- Ability to work with others in a manner that creates harmony and promotes cooperation

WORKING CONDITIONS: Requires telephone conversations, e-mail, writing letters and memorandums, face-to-face discussions with individuals or teams, and contact with others. Position may also include conflict resolution and situations dealing with unpleasant, angry, or discourteous people. Position does allow some freedom to determine tasks, priorities, and goals.

ACCOUNTABILITY: The FRG Co-Leader is directly accountable to the FRG Leader and the unit commander or rear detachment commander, but coordinates many activities through the State Lead Volunteer Team, the FRSAs, and the Service Member and Family Support (SMFS) Division.

TIME COMMITMENT: 10 to 20 hours per month, dependent on deployment status and other scheduled activities.

VOLUNTEER SIGNATURE: _____ **DATE:** _____

UNIT COMMANDER: _____ **DATE:** _____

NOTE: The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.